

SHIPPING OF SAMPLES AND EQUIPMENT

To the National Synchrotron Light Source

Address

Attn.: Dr. Vivian Stojanoff
Brookhaven National Laboratory
National Synchrotron Light Source
75 Brookhaven Avenue
Bldg 725
Upton NY - 11973
Phone: (631) 344-8375 or (631) 344-4703

Please email tracking number and provider to:
gcisco@bnl.gov and vivian.stojanoff@gmail.com

Protein samples

Make sure you request overnight or special weekend delivery. If you are sending your sample from abroad please **send** on Monday or Tuesday for **arrival** on Thursday or Friday.

If your sample is frozen at **liquid nitrogen** temperatures, use a dry shipper similar to the Taylor and Wharton:
(<http://www.robertsoxygen.com/htmlfiles/Taylor-Wharton/TW.htm>).

Make sure that:

1. The dewar has been filled with liquid nitrogen for several hours prior to shipment.
2. That there is no liquid nitrogen remaining in the dewar when shipping. *If you do not empty the dewar of liquid nitrogen before sending, your dewar is considered to be Hazardous with all trappings.*
3. Please label the Dewar:

DRY SHIPPER NON-REGULATED NON-HAZARDOUS

4. Fasten the lid of the dewar with a small wire so that it can not just be opened by mistake.
5. If sending from abroad make sure you have the proper custom documentation. If you need a letter from us let us know.

Sending your samples on *dry-ice*:

For Dry Ice plan on using 5 to 10 pounds for each 24-hour period depending upon the quality of the insulated shipping container. A combination of dry ice and gel packs will extend the shipping time by several days if the shipped items can be frozen for a short time or thawed for a short time.

Follow the procedures described above. Label your container accordingly or:

CARBON DIOXIDE, SOLID
Less than 2.3 kg (5.07pounds)
NON - HAZARDOUS
KEEP REFRIGERATED

For more information please refer to:

<http://www.dryicesource.com/dryice/shipping.php>

Equipment

Send them to the above address. If you are using a delivery company, please schedule with Gretchen Cisco (631 344 4703; gcisco@bnl.gov), typically you will need to provide the name of the driver for gate access. Make sure all equipment is **delivered by Tuesday June 17**. All electric/electronic devices need to be UL certified, or need to be inspected prior to use at BNL. We will arrange for inspection Wednesday, June 18, morning or afternoon.

Return of Samples or Equipment

You will receive shipping forms at registration and will need to provide the following:

Name

Institution address

Phone number

Account and provider (FEDEX, UPS, etc...)

Proper documentation

Your samples/equipment will be shipped Monday June 23rd.

If you need to schedule a pick up please also advise, typically the name of the driver is needed for gate access.